

STATE OF CALIFORNIA – DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION
POSITION DUTY STATEMENT
DFPI-HRO 203 (Rev. 08-21)



NAME [Name of candidate hired]	EFFECTIVE DATE [Date position filled]
CLASSIFICATION TITLE Associate Governmental Program Analyst	POSITION NUMBER 410-183-5393-100
WORKING TITLE Grants Analyst	DIVISION/OFFICE/UNIT/SECTION Communications
BARGAINING UNIT R01	GEOGRAPHIC LOCATION

General Statement: Under the general direction of the Grants Manager (Staff Services Manager I), the Grants Analyst (Associate Governmental Program Analyst) will support the planning, development, execution, and reporting of the Department of Financial Protection and Innovation's (DFPI) current and future grant programs. This position requires excellent time-management skills, outside the box thinking, project management experience, and sensitivity to cultural diversity. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

50% Management of CalMoneySmart Grant and New Grant Program Initiatives (E)

Assist in the planning, coordination, and administration of the DFPI's CalMoneySmart grant program. This includes evaluating grant proposals, ensuring compliance with grant requirements, and facilitating payments, grantee onboarding, and the development of the grant application, rules, deadlines, and regulations. (20%) Provide support and research on the development and implementation of new and emerging DFPI grant programs. (20%) Assist with the development, writing, editing, and review of annual grant reports. Track reports approval and publishing to DFPI website. (5%) Provide timely and professional customer service to grant applicants, grantees, and program stakeholders. (5%)

35% Grant Outreach to Grow Awareness of DFPI Grant Programs (E)

Develop promotional materials for DFPI grant programs. Coordinate with grant recipients on social media and communication efforts. Share information about the program's progress with grant applicants, recipients, stakeholders, and DFPI leadership. Publish updates on the DFPI's website and through an email newsletter. (15%) Coordinate with Multimedia and Targeted Outreach teams to leverage DFPI communications network to grow awareness of current and emerging DFPI grant programs. (10%) Attend outreach events and webinars throughout the state to promote the mission and goals of DFPI grant programs and network with relevant non-profit organizations, advocacy groups and other stakeholders. (5%) Participate in working groups/steering committees, with the goal of helping to develop annual program goals and priorities. (5%)

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10% Track Data Associated with Grant Programs Growth and Impact (E)

Track and report on public awareness of DFPI grant programs through growth in the application pool, social media engagement, and website traffic. (5%) Compile grantee report data and annual grant report data to analyze and track grant impact, trends, and key performance indicators. (5%)

5% Other Duties (M)

Performs other job-related duties as required.

B. Supervision Received

The Grants Analyst reports directly to the Grants Manager and may receive additional direction and/or guidance from the Multimedia and Grants Director.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

- Peers: Communications and Outreach Division, Multimedia and Grants Office, Targeted Outreach Office, and other DFPI staff.
- DFPI Executive leadership.
- Business, Consumer Services, and Housing (BCSH) Agency.
- Other government agencies (e.g., DGS, CalHR, CFPB, FDIC, DOJ).
- General public, news media, grant program applicants and grantees.

F. Actions and Consequences

If the duties and responsibilities described for this position are not performed adequately, consequences to the Multimedia and Grants Office and the DFPI include:

- Noncompliance with Senate Bill 455 to accurately implement the CalMoneySmart program.
- Confusion and miscommunication may occur if information is not updated timely and accurately on the Department's website to the general public, grantees, and news media.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier, and fax machine is essential to the duties of this position.

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This position is required to sit for long periods of time in front of a computer screen, reviewing and replying to emails, answering phone calls, understanding verbal instructions, reading and analyzing print materials, drafting documents, filling out forms, and working independently.

H. Other Information

Desirable qualifications:

Previous experience planning, developing, managing, and reporting a grant program. Possesses excellent written and verbal communication skills. Exercises good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, and manages time and resources effectively. Works well with others, under changing priorities, and irregular hours when workload dictates.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name, Classification